



User Manual

Rev: 003



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1. Introduction

Safedoc is a Chemical Safety Management System developed and managed by DCM Compliance Ltd.

1.1. Contact Details

Company Name	DCM Compliance Ltd
Address	Unit 2B Annacotty Business Park Annacotty Co. Limerick Ireland
Phone	+353 61 405455
E-mail	info@safedoc.ie

1.2. Minimum Requirements

Safedoc can be run on any PC with the following browsers.

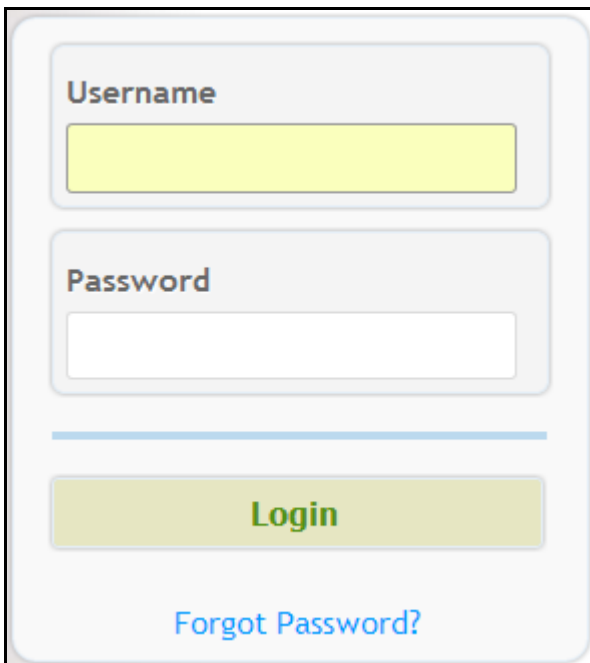
- Internet Explorer (Version 8 & Higher)
- Firefox
- Chrome

1.3. Opening the Website

To Open the website – Type www.safedoc.ie into the address bar of your internet browser.

1.4. Logging On

To log onto *Safedoc*, enter your username and password in the space provided on the right hand side of the main screen. Click on **Login**.

The image shows a login form with a light blue border. It contains two input fields: 'Username' with a yellow background and 'Password' with a white background. Below these fields is a blue horizontal line. Under the line is a green 'Login' button. At the bottom of the form is a blue link that says 'Forgot Password?'.

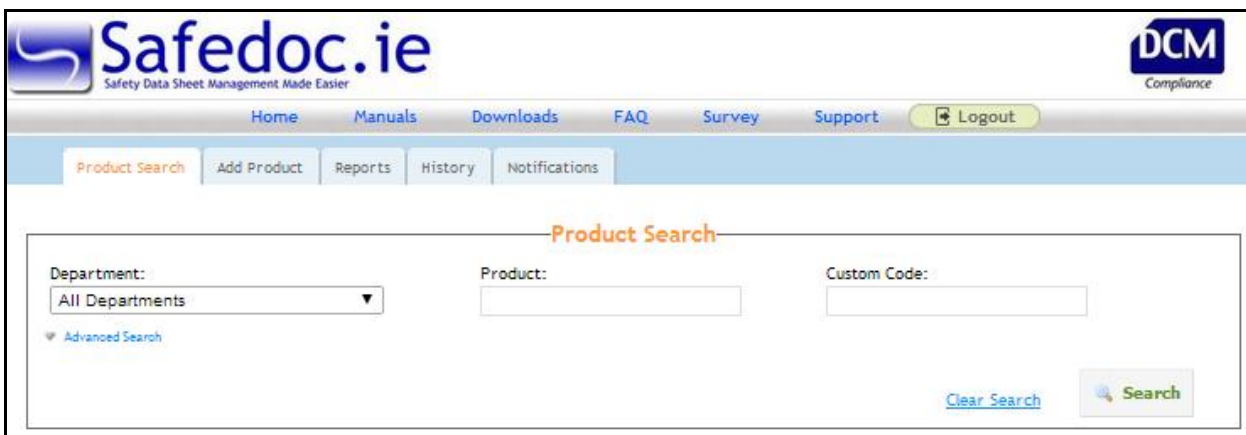
If you have forgotten your password you can click on the “Forgot password” button.

2. General Users

Once Logged onto *Safedoc*, the user default screen (Product Search) shown below will appear with the following tabs:

- Product Search
- Add Product
- Reports
- History
- Notification

The Product Search page also shows the option below the department drop down menu. This is discussed in more detail in section 8.















The screenshot shows the Safedoc.ie website interface. At the top, there is a navigation bar with links: Home, Manuals, Downloads, FAQ, Survey, Support, and a Logout button. Below this is a secondary navigation bar with links: Product Search, Add Product, Reports, History, and Notifications. The main content area is titled "Product Search" and contains a search form. The form has three input fields: "Department:" with a dropdown menu currently set to "All Departments", "Product:" with a text input field, and "Custom Code:" with a text input field. Below the "Department:" dropdown is a link for "Advanced Search". At the bottom right of the form are two buttons: "Clear Search" and "Search".

3. Product Search

The search results from the *Product Search* lists the products under a number of headings. The actual headings available depend on the individual client setup, which include the following columns:

- Product Name
- Catalogue Number
- Manufacturer
- SDS Status
- Hazard Symbols
- Chemical Agent Risk Assessment

Product Name	Catalogue Number	Manufacturer	SDS Status	SDS	CPL Hazards	CLP Hazards	Chemical Agent Risk Assessment
Suma Multi D2	MSDS3418	Diversey Hygiene Sales Limited				No Pictogram Assigned	 
Suma Bac D10	MSDS3356	Diversey Hygiene Sales Limited				No Pictogram Assigned	 
Sprint Cream Cleaner	685867	Diversey Hygiene Sales Limited			No Symbol	No Pictogram Assigned	Not Required.

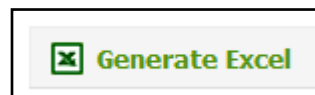
3.1. Basic Product Search

The basic product search allows the user to search for products by:

- Department
- Product Name
- Customer Code – The code used for this product within the organisation.

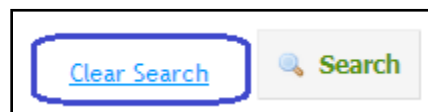
3.2. Exporting Search Criteria

The user can export all product information, from the search result, to an excel file by selecting the “*Generate Excel*” button.



3.3. Clearing Search Criteria

The user can clear all search criteria at anytime by clicking on the blue “Clear Search” link which is located next to the main *Search* button.



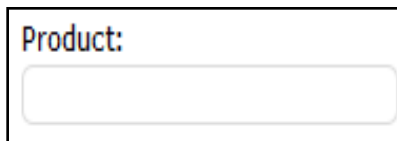
3.4. Department

This list shows all departments currently logged and the user has the ability to search for products by either individual department or across the whole organisation.

3.5. Product Name

The *Product* name search is a text search that returns all products that contain the text entered by the user in any part of the product name. e.g. A search for the text “Hydro” would return all of the following results:

- Hydrogen
- Hydrochloric Acid
- Sodium Acetate Anhydrous

A rectangular form with a purple border. At the top left, the word 'Product:' is written in purple. Below it is a white rectangular input field with a light grey border.

3.6. Custom Code

The Custom Code field is used to record the code by which a product is referred to internally within the organisation. The Custom code search is a text entered by the user in **any** part of the product custom code. Contact *Safedoc* for advice on adding customer codes.

Custom Code:

3.7. Opening a Safety Data Sheet



To open a Safety Data Sheet for a product, click on the disk icon in the search results. If no disk is visible in the row for a particular product, a Safety Data Sheet has not yet been sourced for the product in question.



3.8. View Product

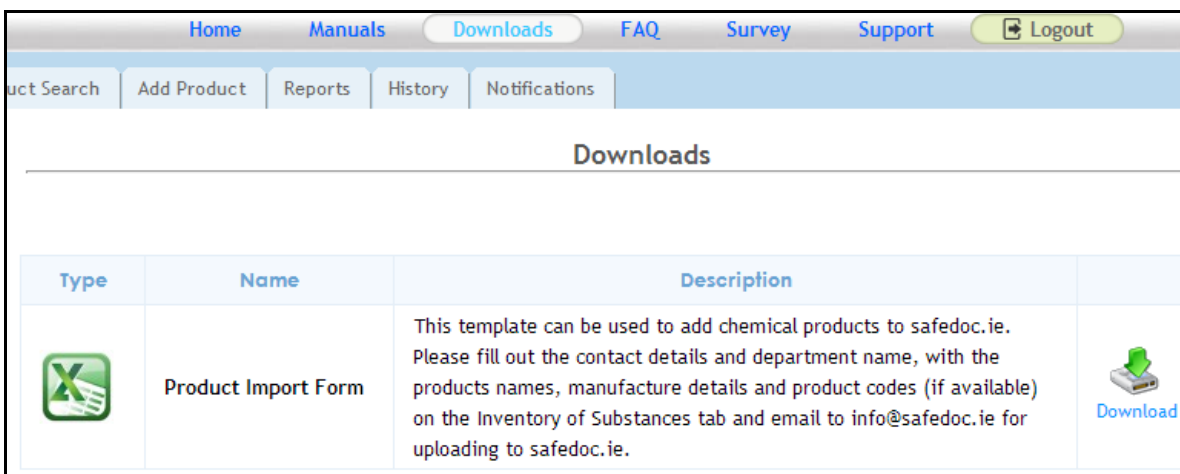
Click on the name of any product to view the product information page. The “product view” page provides the following information:

- General Product Information
- Current Safety data sheet
- Hazard information
- Document control
- Departments where products are used.
- Previous Revisions of safety data sheets
- Previous Revisions of chemical agent risk assessments.



Product Information			
Reference:	22571	Internal Code:	
Name:	GREASESTRIP PLUS	Catalogue Number:	103665E
Status:	Approved	SDS:	Download
Hazard Information			
	C: Corrosive		
	GHS05:Corrosion		
Document Control			

4. Add Product

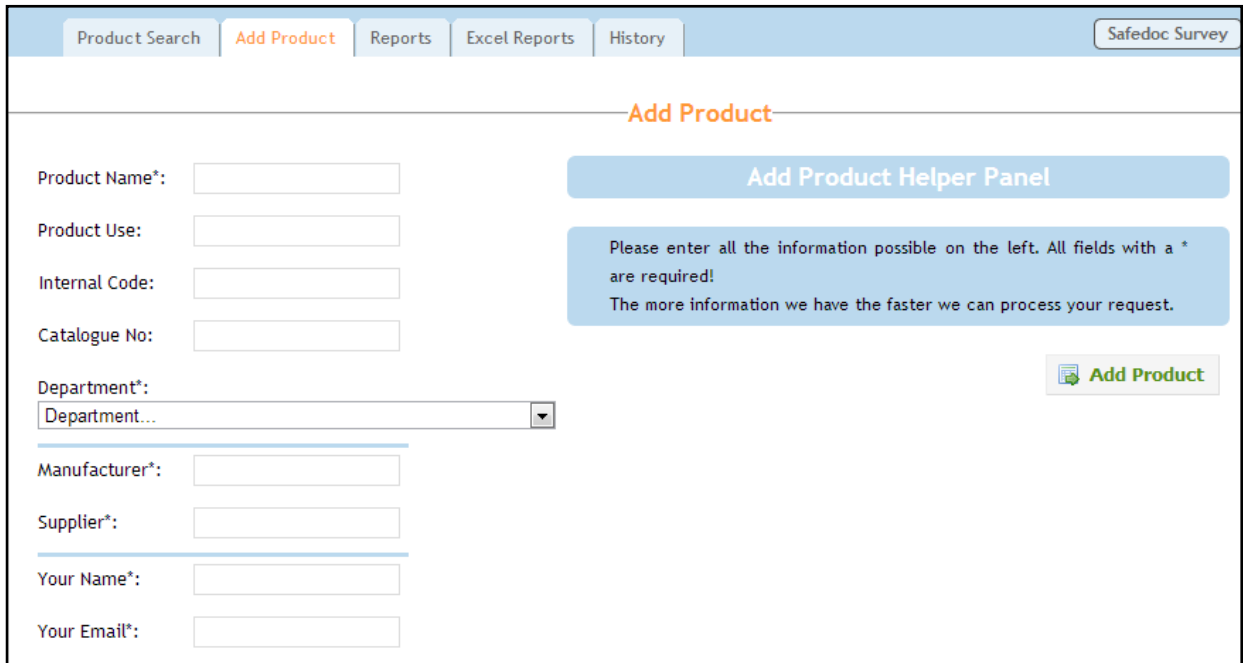
If a department's inventory needs to be added or updated, then a list can be sent onto *Safedoc* in an excel file with the following information: Product Name, Code, Manufacturer and Supplier Name. This excel file can be downloaded from the top menu by click on “downloads” button.



The screenshot shows the Safedoc.ie interface. At the top, there is a navigation bar with links: Home, Manuals, Downloads (highlighted), FAQ, Survey, Support, and a Logout button. Below this is a secondary menu with links: Product Search, Add Product, Reports, History, and Notifications. The main content area is titled "Downloads" and contains a table with one row of download links.

Type	Name	Description	
	Product Import Form	This template can be used to add chemical products to safedoc.ie. Please fill out the contact details and department name, with the products names, manufacture details and product codes (if available) on the Inventory of Substances tab and email to info@safedoc.ie for uploading to safedoc.ie.	 Download



















Individual products can be added by selecting the *Add Product* Tab in the search page. The required information is added into each box, select *Add Product* when all relevant information has been added.



Note: An Automated e-mail will be sent to the requester to indicate that the request is being processed.

5. Reports

This option allows clients to generate a *pdf* or *excel* report of products of potential concern in department or hospital as illustrated below. It shows all products classified with a hazard symbol. The report can be filtered to show specific hazards such as all products with flammable symbols or all hazard symbols.

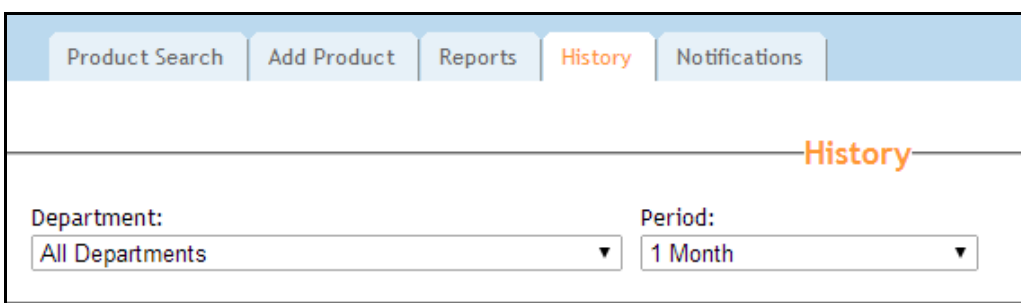
Report List			
Report Name	Description	Excel	PDF
Safety Data Sheet Status Summary	A summary of the number of safety data sheets in each department, broken down by the safety data sheet status.		
Revision Year	A summary of Safety Data Sheets by Department and Revision Year		
Missing Safety Data Sheets	Details of all products on the system that are missing Safety Data Sheets		
Safety Data Sheets Issues	Details of all products on the system with Safety Data Sheets which have not been approved.		
Carcinogenic Classification	This report shows all products that have have been classified with a Risk Phrase R40,R45 or R49 OR a Hazard Statement H350 or H351		
Mutagenic Classification	This report shows all products that have have been classified with a Risk Phrase R46 or R68 OR a Hazard Statement H340 or H341		
Reproductive Hazard Classification	This report shows all products that have have been classified with a Risk Phrase R60, R61, R62, R63 or R64 OR a Hazard Statement H360, H361 or H362		
Full CMR Report	This report is a combination of the 3 previous reports		
Beta Medicine Report	Beta Medicine Report		
Reports Available	9		

To run the report, select the department name and then select the *Excel* or *pdf* tab in the table for the desired report.

6. History

The History tab shows products that have recently been: Added, Deleted and Uploaded by either department or across all departments.

To access the history tab, select the History tab in the Search page as shown below:



A column in this page shows the date of when products were updated. The below icons identify the activity associated with the safety data sheet:



Updated Safety Data Sheet



Deleted/ Removed Safety Data Sheet



Newly added Safety Data Sheet

7. Notifications

The Notification Tab shows products that have SDS's that have recently changed product classification in each department or across all departments.

Product Search
Add Product
Reports
History
Notifications

Notifications

Department:
All Departments
Period:
30 days

Product Name	Notification	
Tetrahydrofuran	Classification Has Changed	View
Ammonium chloride	Classification Has Changed	View
U/CSF Protein	Classification Has Changed	View

Click on the “view” button to view the classification change of the product.

Notification
Classification Has Changed View

Potassium hydroxide Classification

Current Classification

Revision Date	GHS Pictograms	Hazard Statements	CPL Symbols	Risk Phrases
16/01/2014		H314, H302, H290,		22, 35,

Previous Classification

Revision Date	GHS Pictograms	Hazard Statements	CPL Symbols	Risk Phrases
10/12/2011		H314, H302,		22, 35,

8. Advanced Search

The advanced search facility allows the user to filter the product search according to:

- Product CPL Classification
- Product CLP Classification
- The age (according to the revision date) of the safety data sheet.

To open the Advanced Search options, select *Advanced Search* circled in figure below.



The screenshot shows a web interface titled "Product Search" in orange text. Below the title, there are two input fields: "Department:" with a dropdown menu showing "All Departments" and a small downward arrow, and "Product:" with an empty text box. Below the "Department:" dropdown, there is a button labeled "Advanced Search" which is highlighted with a blue rectangular border. The entire interface is enclosed in a thin black border.

8.1. CPL Classification

The CPL Classification allows the user to filter products by Hazard Symbol and Risk Phrase. TO view the CPL search options click on [Show CPL Hazards](#)

Hazard Symbols

Click on *Add* to show all Hazard Symbols

Click on individual Hazards to add them to the search criteria.

Click on the *Search* tab to search for the chosen search criteria.

Click on *Clear* to clear the selected hazards.

Click on *Hide* to close the *Hazard Search Option*.

Hazard Symbol:

ADD

Clear

Risk Phrases

Click on *Add* to show the Risk Phrase screen

Search for the risk phrase by typing part of the risk phrases code or text in the appropriate field provided as shown below.

Click on *Add* to add individual risk phrases to the search criteria.

Click on *Clear* to clear the selected Risk Phrases.

Click on *Hide* to close the risk phrases Search Option.

Code: 6

Phrase:

Search

Select risk phrase for search

Code	Phrase	ADD
06	Explosive with or without contact with air.	ADD
16	Explosive when mixed with oxidizing substances.	ADD
26	Very toxic by inhalation.	ADD

8.2. CLP Classification

CLP Classification options allow the user to filter products by Pictogram and Hazard Statements. To view the CLP search options click on **Show CLP Hazards**

Pictograms

Click on *Add* to show all Pictograms

Click on individual Pictograms to add them to the search criteria.

Click on the *Search* tab to search for the chosen search criteria.

Click on *Clear* to clear the selected Pictograms.

Click on *Hide* to close the *Pictograms Search option*.

Checkbox	Pictogram	Name
<input type="checkbox"/>		Exploding Bomb
<input checked="" type="checkbox"/>		Flame Over Circle
<input checked="" type="checkbox"/>		Corrosion
<input type="checkbox"/>		Exclamation Mark
<input type="checkbox"/>		Environment
<input type="checkbox"/>		Flame
<input type="checkbox"/>		Gas Cylinder
<input type="checkbox"/>		Skull And Crossbones
<input type="checkbox"/>		Health Hazard

Hazard Statements

Click on *Add* to show the Hazard Statement search screen

Search for a Hazard Statement by typing part of the Hazard Statement code

Click on *Add* to add individual Hazard Statements to the search criteria.

Click on *Clear* to clear all selected Hazard Statements

Click on *Hide* to close the Hazard Statement Search Option

Code	Phrase	ADD
H300	Fatal if swallowed	ADD
H304	May be fatal if swallowed and enters airways	ADD
H310	Fatal in contact with skin	ADD

8.3. Other

In the Other section, the user can filter products by the status and revision date of the safety data sheet. The user can also toggle the AND/OR search option. To view the Other search options click on Show Other.

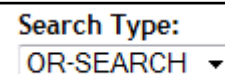
Revision Date

Safety Data Sheets can be identified that were created *after* a certain date, enter the date required in the **From** field provided.

Safety Data Sheets can be identified that were created *before* a certain date, enter the date required in the **To** field provided.

Search Type

The Search Type defines how a search is run if multiple criteria has been made from within the same search option.



Search Type:
OR-SEARCH ▼

For example:

The Users enters R60, R61 and R62 in the search criteria for Risk Phrases. If the Search Type is set to **AND-SEARCH** the results will only show products classified as R60 **AND** R61 **AND** R62. i.e. The product must have all three selected Risk Phrases to be included in the results.

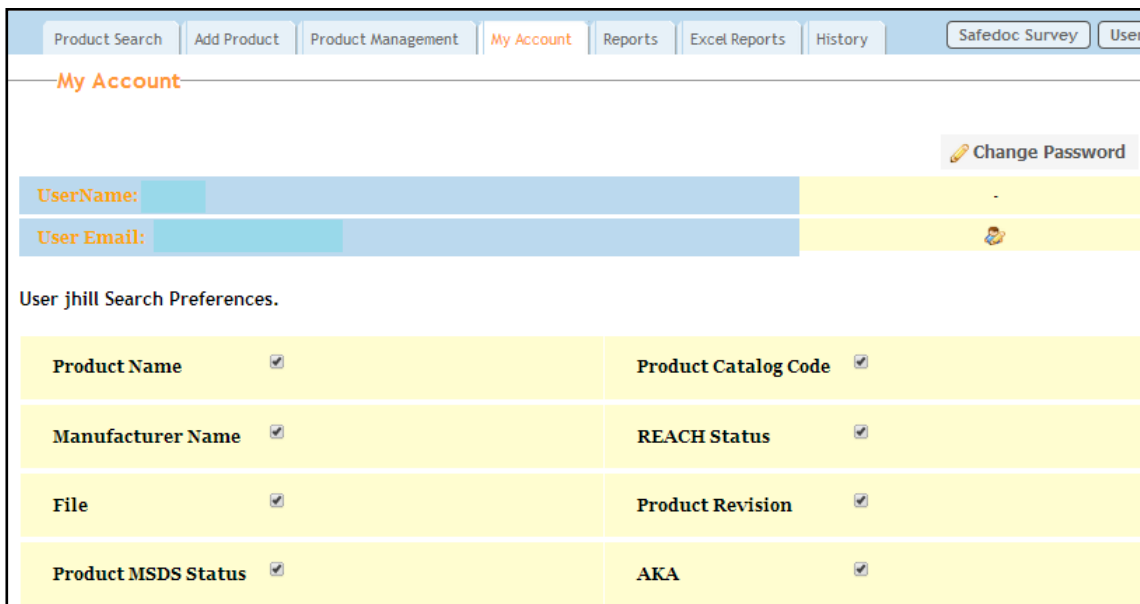
If the Search Type is set to **OR-SEARCH** the results will show products that are classified as R60 **OR** R61 **OR** R62. i.e. The product will only has one of the three selected Risk Phrases to be included in the results.

9. Power User – My Account

The power user is available to department managers who wish to have more control of products in their *Safedoc* inventory. Power users have the ability to delete their own products and can change the Search page to suit themselves. Please contact *Safedoc* for more information.

Power users have access to the *My Account* Screen which allows the user to change some settings for their personal *Safedoc* account including:

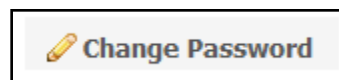
- Password Change
- Search Results Preferences



User jhill Search Preferences.	
Product Name <input checked="" type="checkbox"/>	Product Catalog Code <input checked="" type="checkbox"/>
Manufacturer Name <input checked="" type="checkbox"/>	REACH Status <input checked="" type="checkbox"/>
File <input checked="" type="checkbox"/>	Product Revision <input checked="" type="checkbox"/>
Product MSDS Status <input checked="" type="checkbox"/>	AKA <input checked="" type="checkbox"/>

9.1. Password Change

To change a password, the user must select the *My Account* tab then the *Change Password* tab.



Add the requested fields before selecting *Change* to change the password.



9.2. User Search Preferences

The user can alter the columns that appear on the main product search results screen. Select the tick box as seen in Figure 12 to select the required search options which will be reflected in the Search Results.

Note: A maximum of 8 preferences should be selected to reduce overcrowding the Search Page.

9.3. Product Management

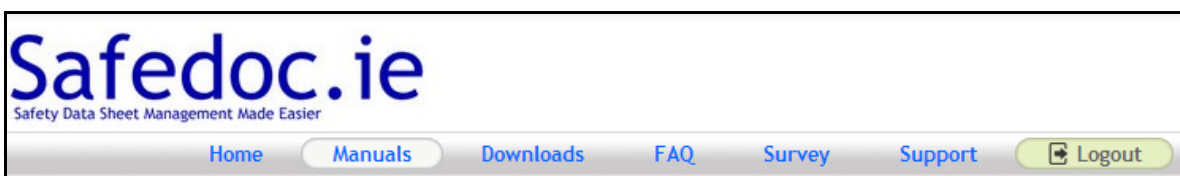
The screen is used by the power user to delete products in the user's inventory. To delete a product from the inventory, select the *Product Management* tab. Choose the department where the product is located.

Then select the  **Edit** tab to edit the product then the red *Delete* icon  to remove the product. The user will be prompted with a warning that the product is about to be removed from the inventory to which they must agree to before the deletion takes place.

10. Support Services

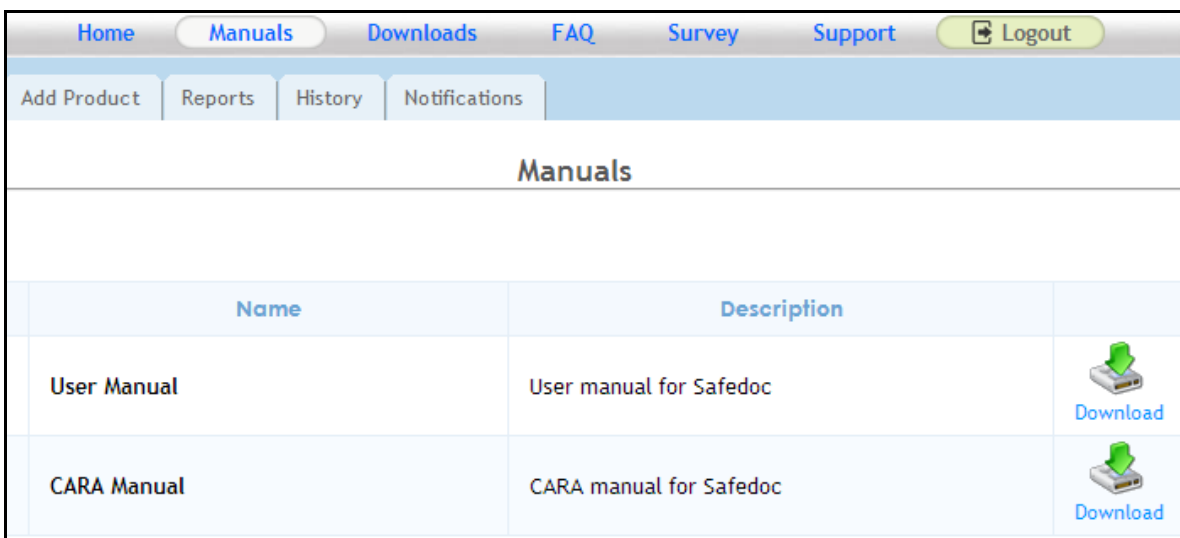
On the main screen there is an upper tab with support information and services including:

- Downloads
- Manuals
- FAQ
- Survey
- Support
- Logout



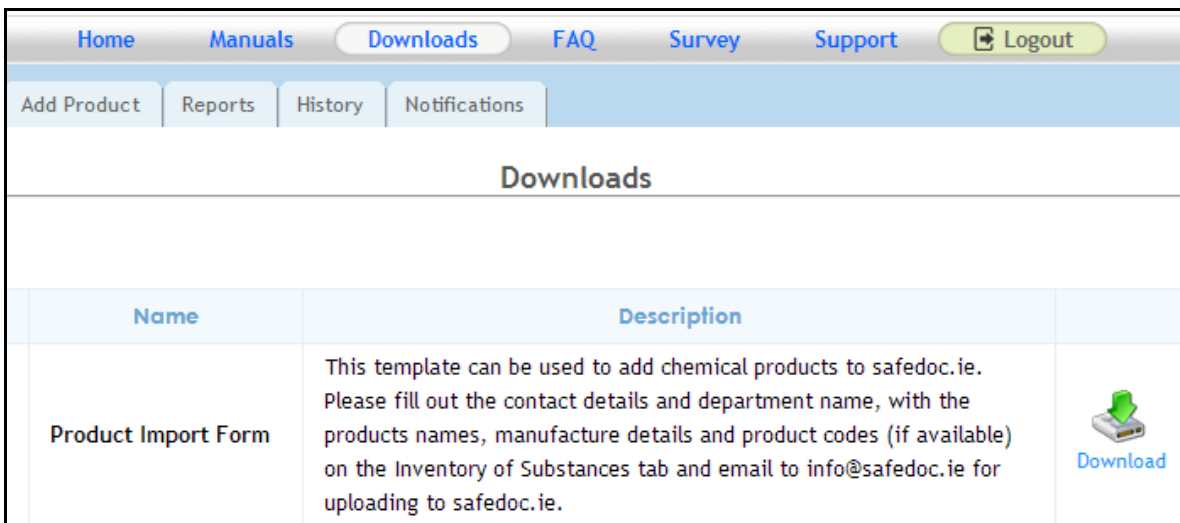
10.1. Manuals

This section provides the user manuals for using *Safedoc* and for completing chemical agent risk assessments.




10.2. Downloads

This section has useful documents that can be downloaded for using *Safedoc*.

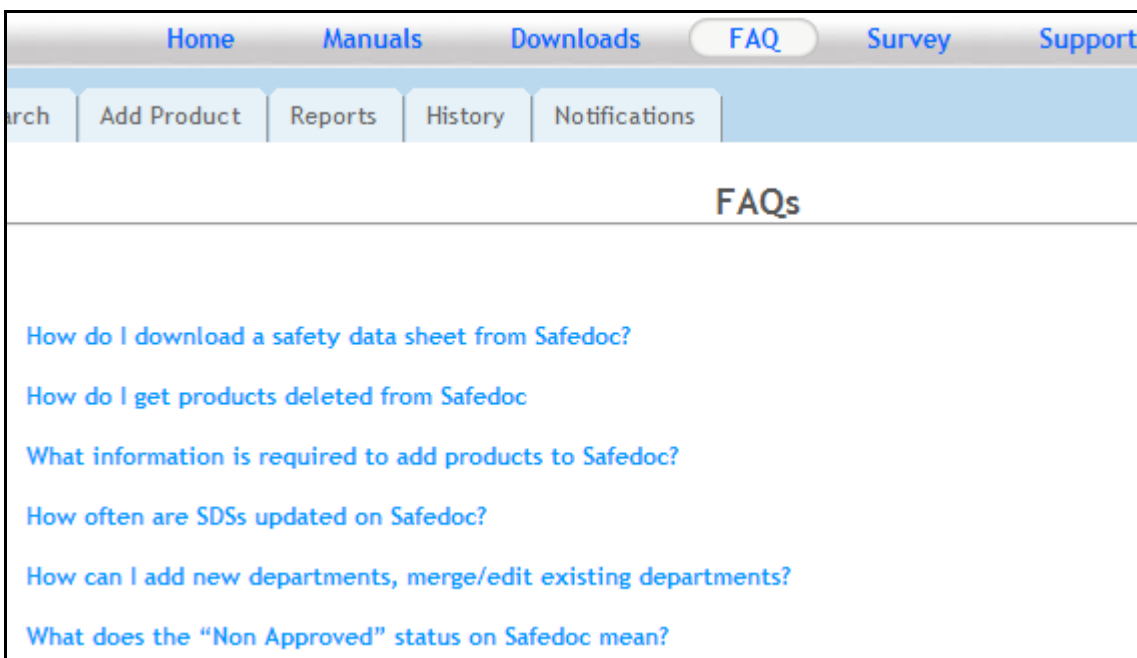


The screenshot shows the 'Downloads' section of the Safedoc website. The top navigation bar includes links for Home, Manuals, Downloads (active), FAQ, Survey, Support, and a Logout button. Below this is a secondary navigation bar with links for Add Product, Reports, History, and Notifications. The main content area is titled 'Downloads' and contains a table with the following data:

Name	Description	
Product Import Form	This template can be used to add chemical products to safedoc.ie. Please fill out the contact details and department name, with the products names, manufacture details and product codes (if available) on the Inventory of Substances tab and email to info@safedoc.ie for uploading to safedoc.ie.	 Download

10.3. FAQ

This tab provides the answers to frequently asked questions on *Safedoc*.

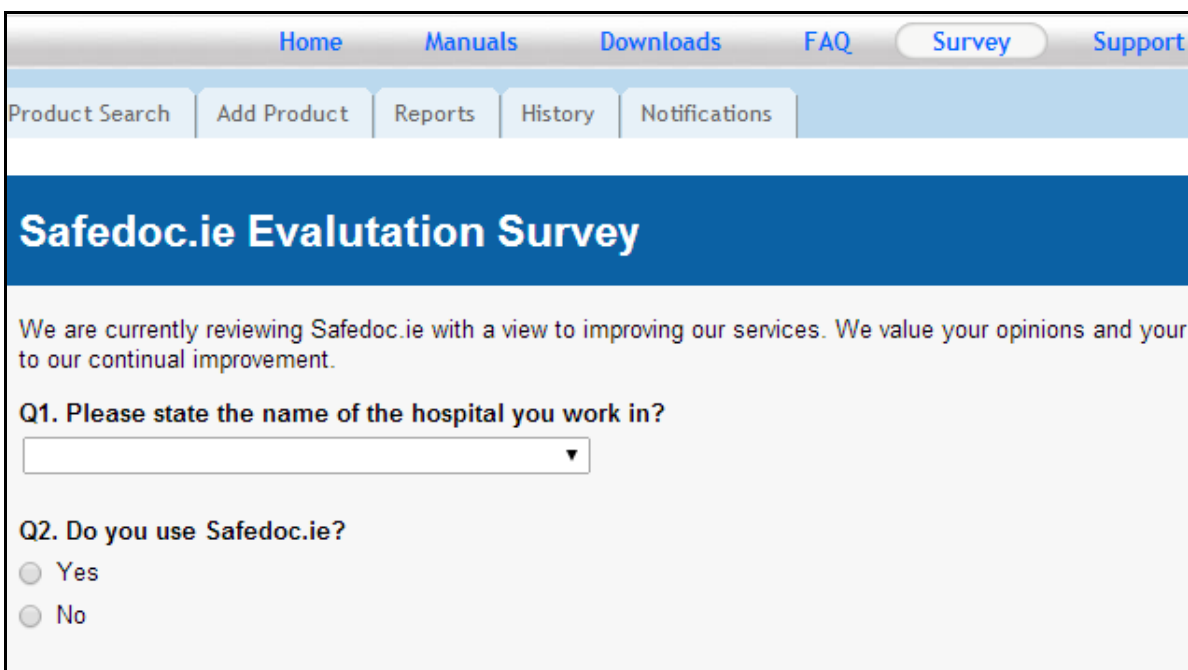


The screenshot shows the 'FAQs' section of the Safedoc website. The top navigation bar includes links for Home, Manuals, Downloads, FAQ (active), Survey, and Support. Below this is a secondary navigation bar with links for Search, Add Product, Reports, History, and Notifications. The main content area is titled 'FAQs' and lists the following questions:

- [How do I download a safety data sheet from Safedoc?](#)
- [How do I get products deleted from Safedoc](#)
- [What information is required to add products to Safedoc?](#)
- [How often are SDSs updated on Safedoc?](#)
- [How can I add new departments, merge/edit existing departments?](#)
- [What does the "Non Approved" status on Safedoc mean?](#)

10.4. Survey

This tab allows users to provide feedback on their experience of using *Safedoc.ie*. The *Safedoc* team will take this feedback on board to continuously improve the service.



The screenshot shows the 'Survey' tab selected in the top navigation bar. Below the navigation bar, there are tabs for 'Product Search', 'Add Product', 'Reports', 'History', and 'Notifications'. The main heading is 'Safedoc.ie Evalutation Survey'. The text below the heading reads: 'We are currently reviewing Safedoc.ie with a view to improving our services. We value your opinions and your to our continual improvement.' The first question is 'Q1. Please state the name of the hospital you work in?' with a text input field and a dropdown arrow. The second question is 'Q2. Do you use Safedoc.ie?' with two radio button options: 'Yes' and 'No'.

10.5. Support

Users wishing to contact the *Safedoc* team can contact them by E-mail, phone or by using the *Support* tab.



The screenshot shows the 'Support' tab selected in the top navigation bar. Below the navigation bar, there are tabs for 'Manuals', 'Downloads', 'FAQ', 'Survey', and 'Support'. The main heading is 'Support'. Below the heading, the text reads: 'Contact the Safedoc Team'. The text below the heading reads: 'Send a query to the Safedoc team and one of our Safety Data Sheet management advisors will contact you.' There are two text input fields: 'First Name*' and 'Last Name*'. There is also a 'Logout' button in the top right corner.